SYSTEM FOR ACQUISITION MANAGEMENT

SUBJ:

1. **PURPOSE.** This order prescribes the responsibilities of the System for Acquisition Management (SAM) program organization and the resource requirements needed for SAM.

2. **DISTRIBUTION.** This order is distributed to service and division level in Washington headquarters; to division level in the regions, Technical Center, and the Aeronautical Center.

3. **CANCELLATION.** Order 4400.57, System for Acquisition Management (SAM), dated February 23, 1990, is canceled.

4. **EFFECTIVE DATE.** As of October 1, 1992, all regions, FAA Technical Center and Washington headquarters procurement organizations shall use SAM. Program Offices (requisitioners) shall use SAM once they have been trained. (Aeronautical Center is excluded as it has been operational on its own system for a number of years, and any conversion consideration would not be cost effective until CORN (Computer Resource Nucleus) is in place.)

5. **BACKGROUND.** The Federal acquisition process is labor-intensive and has many repetitive processes. There are numerous regulations and laws which govern the system and make it one of the largest paperwork generators in the agency. Each region, center, and Washington headquarters acquisition office operates independently, yet they all perform similar functions. Whether systems are manual or automated, each procurement office has developed its own tracking system, management information system, requisitioning procedures, bidders list, etc. By focusing on the common areas, SAM was designed and implemented for the benefit of all. SAM has been assigned Information Resources Management Plan (IRMP) project number 110910.

   a. **System Overview.** SAM is an interactive "cradle-to-grave" procurement system. Requisitioners create procurement requests (PRs) in SAM, which contracting officers use to create award documents (purchase orders, delivery orders, contracts, SF-30's, etc.) in SAM. SAM provides automated steps and processes used by requisitioners and contracting officers to generate these documents. The processes are varied, but not limited to using: electronic signature, automated vendor file, bidder's mailing list, contract information system, and reporting. SAM is a national system, but is designed to offer operational flexibility and control at the local level.

b.   Description of Functions.

(1) Provides tracking of acquisition program data with auditable trails for review, management, and evaluation.

(2) Stores and provides management information, eliminating manual calculations.

(3) Provides procurement request entry at the requesting office level, and uses that input to create award documents.

(4) Provides a system for contracting officers to generate award documents such as P.O.'s/D.O.'s/contracts/modifications.

(5) Establishes a vendor file used for award generation, award history, performance evaluation, and Bidders Mailing List.

(6) Provides on-line inquiry capability to PR initiators and other data users, eliminating to the extent possible the need for letters, telephone calls, personal contact, and retrieval from manual files and listings.

(7) Provides the capability for electronic forwarding and signature of PR's.

(8) Maintains security and integrity by software access controls. For example, procurement personnel are not able to change data elements on the PR, requisitioners are not able to generate a purchase order or access another office's PRs.

(9) Provides reports concerning status of procurement requests, awards, dollars associated with specific accounting codes.

(10) Provides edit capability for accounting classification information to ensure valid coding is reflected on acquisition documents.

c.   Interfaces. SAM has interfaces with other agency and department systems including, but not limited to, Departmental Accounting Financial Information System (DAFIS) and Contract Information System (CIS).

6. <u>DEFINITIONS</u>.

a. <u>SAM Program Manager</u>. The SAM Program Manager is the Manager of the Technical Support Staff, ASU-20. The Program Manager is designated by Associate Administrator for Contracting and Quality Assurance, ASU-1. The Program Manager has overall responsibility for SAM.

b. <u>SAM Configuration Manager</u>. The Configuration Manager is designated by the Program Manager and has the responsibility for the SAM Support Team and coordinates the efforts of the SAM System Managers, the Configuration Oversight Board and the Configuration Management Board.

c. <u>SAM System Managers</u>. The SAM System Manager is designated by the Logistics Division Manager or the Associate Administrator for Contracting and Quality Assurance (ASU-1) for the Washington headquarters site, and is the key logistics individual at each SAM installation who is responsible for the day-to-day SAM operation. Each SAM System Manager has subordinate module/functional managers providing coordination and assistance for their functional areas.

d. <u>SAM Module/Functional Managers</u>. The module/functional managers at each installation provide the SAM System Manager coordination and assistance with their respective functional areas. They represent the other users from a functional area such as procurement or requisitioners.

e. <u>SAM Configuration Oversight Board</u>. The Board is composed of the following individuals: ASU-20 Manager and ASU-100 Manager. The board is responsible for reviewing requested enhancements dealing with major changes in direction, functionality, and with all major issues dealing with policies and overall SAM project direction.

f. <u>SAM Configuration Management Board</u>. This Board is composed of the following individuals: SAM Configuration Manager, SAM System Managers, and the SAM Procurement Policy Manager. The Configuration Management Board reviews and approves logs and ensures ongoing configuration management.

g.   SAM Support Team. The Support Team consists of the program and
configuration managers and various support elements, programmers, analysts, documenters,
etc. The Support Team is responsible for software design, testing and distribution, user and
technical documentation.

h.   The SAM Procurement Policy Manager. The SAM Procurement Policy Manager
in ASU-100 is the individual responsible for procurement policy implementation within SAM.
The Procurement Policy Manager assures that SAM functions are in compliance with agency
Procurement Policy.

7.   RESPONSIBILITIES.

a.   The SAM Program Manager will:

(1)   Monitor the SAM program to ensure system integrity and effectiveness.

(2)   Ensure appropriate training is available for agency employees who are
involved in SAM.

(3)   Convene work group sessions comprised of the region, center, and
headquarters SAM System Managers, as required.

(4)   Determine major system development priorities.

(5)   Manage the resources associated with SAM.

(6)   Determine release and testing schedules.

b.   The SAM Configuration Manager will:

(1)   Ensure configuration control of the change process in accordance with the
formal Configuration Management Plan.

(2)   Serve as chairperson of the SAM Configuration Management Board.

(3)   Develop additional procedures as required.

(4)   Coordinate system changes with the SAM System Managers.

c.   Regional /Center/Administrators/Logistics Division Managers will assign a SAM System Manager for their installation to act as the SAM System Manager and as liaison with the Configuration Manager. The SAM System Manager function will require a dedication of resources which will vary depending on the size of the SAM installation. Module or Functional Managers will also be locally designated.

d.   The SAM System Manager will:

(1)   Ensure the ongoing operation of the SAM system.

(2)   Represent their installation on the SAM Configuration Management Board.

(3)   Coordinate with system users and the data processing staff.

(4)   Distribute user guides and other documentation.

(5)   Conduct, coordinate, and arrange for user training, as required.

e. The SAM Module/Functional Managers will represent their functional user group in the local SAM System. They are responsible for providing input to the local SAM System Manager on systems matters, identified problems, and proposed enhancements. They are the functional experts who provide guidance and assistance to users, and assist in training efforts.

f.   The SAM Configuration Oversight Board is responsible for reviewing major enhancement requests identified by system users and forwarded by the configuration manager. The board meets when a major change in program direction is required or to implement new policies or plan for program goals. Periodic evaluations will be conducted through the normal national logistics evaluation process. The Board will determine if special evaluations of the systems are required.

g.   The SAM Configuration Management Board is responsible for ensuring that no unauthorized changes are made to the system, and that formalized procedures are established and followed for initiating, processing, approving, testing, implementing, and maintaining records for approved changes.

h.   The SAM Support Team will:

(1) Complete design and reprogramming in accordance with approved change requests.

(2)   Maintain release controls, source code, perform system testing, and user and technical documentation.

(3)   Provide support to the SAM System Managers.

i.   Requisitioning Offices are responsible for entering procurement request data into SAM.

j.   The Management, Plans and Evaluation Division (ASU-100) is responsible for determining all policies as they relate to procurement related SAM issues. Responsibilities include but are not limited to the following:

(1)   Approves all changes in SAM that impact procurement policy, e.g., when procurement requests are required, and setting policy as to when SAM must be used.

(2)   Attends SAM System Manager conferences and telecons.

8.   HARDWARE/SOFTWARE REQUIREMENTS.

a.   Software. SAM uses Data General Infos data file structure and COBOL in an AOS/VS operating system environment.

b.   ADP Support. In addition to the ADP support provided by the SAM System Manager, SAM requires support from the region/center/headquarters DG Systems Branch for such things as user ID's, ports, cabling, mainframe availability, etc.

c.   SAM will be converted to operate in the CORN environment.
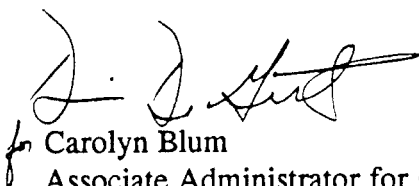
9. SYSTEM CHANGE CONTROL PROCEDURE.

   a.   The change process is composed of Problem Logs and Enhancement Logs. Change requests will be originated by the end user and forwarded through the module managers to the SAM System Manager at each site. Changes which are approved by the SAM System Manager, will be forwarded to the SAM Configuration Manager (see Appendix 1).

   b.   Problem logs which address system bugs will be forwarded by the SAM System Manager to the Configuration Manager for review, coordination, and approval for corrective action.

   c.   Enhancement logs which request new programming changes that are beyond the scope of the current program or involve major changes to system performance or policy, will be forwarded to the SAM Configuration Oversight Board for review by the configuration manager. Enhancement logs will be forwarded by the SAM System Manager to the Configuration Manager for review, coordination, and approval.

   d.   The SAM Configuration Manager will provide feedback to the SAM System Managers about the status of outstanding problem and enhancement logs.

10. PREPARATION OF POST-IMPLEMENTATION EVALUATION. Periodic evaluations will be conducted as deemed appropriate by the Program Manager. Evaluation team members will be an ad hoc committee to review the entire SAM system performance. Reports will be forwarded to the Associate Administrator for Contracting and Quality Assurance, ASU-1.

Carolyn Blum
Associate Administrator for Contracting
   and Quality Assurance

Appendix 1. SAM CHANGE CONTROL PROCEDURE

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          ┌─────────────────────────────┐
          │   Change Request Prepared    │
          │      by System User          │
          └──────────────┬──────────────┘
                         │
          ┌──────────────┴──────────────┐
          │   Request Reviewed by the    │
          │       Module Manager         │
          └──────────────┬──────────────┘
                         │
          ┌──────────────┴──────────────┐
          │     SAM System Manager       │
          │  Coordination and Approval   │
          └──────────────┬──────────────┘
                         │
          ┌──────────────┴──────────────┐
          │  SAM Configuration Manager   │
          │          Review              │
          └──────┬───────────────┬───────┘
                 │               │
    ┌────────────┴──────────┐  ┌─┴──────────────────────────┐
    │ Problem Logs -        │  │    Major Enhancement -      │
    │ Configuration         │  │ Configuration Oversight Board│
    │ Management Board       │  │                             │
    │ Approval              │  │                             │
    └────────────┬──────────┘  └─┬──────────────────────────┘
                 │               │
          ┌──────┴───────────────┴───────┐
          │ SAM Support Team Implementation│
          │      Testing and Release      │
          └───────────────────────────────┘
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